

## CHAPTER 11

### IDENTIFICATION AND MARKING OF MOTOR VEHICLES

#### VEHICLE MARKING PROCEDURES

11-1. General. This section contains policies and procedures for the marking of all DoD nontactical motor vehicles.

11-2. Prescribed Identification

a. Policy. All DoD nontactical motor vehicles, including those leased from GSA (except those leased from commercial sources for 60 consecutive days or less and those exempt from identification under section 11-3., below), shall display the legend, "FOR OFFICIAL USE ONLY," and an appropriate title for the DoD Component concerned as required by 40 U.S.C. 491(n) (reference (qq)) (domicile-to-duty)). DoD motor vehicles shall also display the registration number assigned to them by the DoD Component concerned. Identification and markings on existing motor vehicles shall not be changed to coincide with this Regulation. Whenever a motor vehicle is permanently disposed of by a DoD Component, all vehicle identification prescribed or authorized herein shall be removed or obliterated.

b. Motor vehicles leased from GSA will not be painted to conform to DoD Component vehicle colors. Additionally, no decals, magnetic signs, etc., shall be affixed to any portion of the painted surface or the chromium-plated trim. The only identification markings that these vehicles shall display are window decals and identification numbers that are displayed on the license plates. The vehicles shall be received from GSA with a decal in the rear window with the lettering, "FOR OFFICIAL USE ONLY, U.S. GOVERNMENT." GSA also has decals available with Services' names to be affixed under the GSA sticker. A license plate shall be provided with an eight-digit identification number. No additional numerical markings are required. The first digit of the license will be a "G" representing GSA as the leasing agency. The next two digits will identify the size of the vehicle, and the last five digits will be the serial number.

c. Additional decals may be affixed to the windows by the respective Services as long as they do not interfere with the driver's vision and/or the safety of the vehicle. For example, service recruiters shall be authorized to place advertising slogans on the side windows of vehicles.

d. Exceptions to the above vehicle marking restrictions may include:

- (1) Military police vehicles.
- (2) Ambulances and other emergency support vehicles.
- (3) School buses.

(4) Any vehicle exempted by the Head of a DoD Component. The DoD Components should limit the markings and alterations of GSA vehicles to the minimum required to support the mission.

e. The above restrictions apply only to GSA-acquired vehicles and not to those leased by the DoD Components directly from the vendor. Vehicles leased directly from the vendor for more than 90 consecutive days may be marked in accordance with paragraph 11-2.a., above. Application of markings on these vehicles and their removal shall be subject to the agreement between the lessor and the agency furnishing the vehicles. Maximum use of transparent window decals and other temporary methods of applying markings should be used to prevent the added cost of removal upon termination of the lease.

### 11-3. Exemptions from Identification and Marking

#### a. Exemptions

(1) Motor vehicles used for intelligence operations, investigative or security purposes, or those required to be unidentified under the conditions of a Status of Forces Agreement, are exempt from the identification requirements in this Chapter and in Chapter 3.

(2) Motor vehicles used by the officials listed in Appendix A are also exempt from the requirements, but shall display official U.S. Government license plates.

(3) Motor vehicles used by security assistance organizations are exempt from the identification requirements of this Chapter and Chapter 3, as long as this exemption does not conflict with local U.S. Embassy policy.

b. Additional Exemptions. Additional exemptions may be authorized by the Head of the DoD Component or his designee concerned for CONUS Commands. Theater Unified Commands are designated to authorize exemptions for motor vehicles located within their areas of responsibility when conspicuous identification shall endanger the security of individuals or the U.S. Government.

### 11-4. Identification and Marking Procedures

a. General. Unless exempted by the Head of the DoD Component, new motor vehicles shall be furnished by the manufacturer with the DoD Component identification, the registration number, and the legend, "FOR OFFICIAL USE ONLY," affixed in accordance with this Chapter as a part of the procurement contract (see paragraph 11-4. g., below) (see 41 CFR reference (rr)). Other markings prescribed herein, or as prescribed by the responsible DoD Component, shall be applied by the using activity upon receipt of the vehicles. Motor vehicles leased for 60 consecutive days or less shall not be marked.

b. Arrangement of Markings. Unless exempted by the Head of the DoD Component, as described in para 11-4. g., below, identifying markings shall be displayed as follows:

(1) On the sides of the vehicle, DoD Component identification (top line), registration number (middle line), and legend (bottom line).

(2) On the rear of the vehicle, DoD Component identification and the registration number.

#### c. Location of Markings

(1) Side Markings

(a) Passenger cars, station wagons, ambulances, carryalls, fire trucks, general purpose trucks, and truck tractors. Centered on each front door, or in a comparable position in relation to the driver's seat on vehicles without doors.

(b) Buses. Centered on the panel just below the windows to the rear of the entrance door on one side, and to the rear of the drivers compartment on the opposite side.

(c) Trailers and semitrailers. Centered on each side of the front quarter of the vehicle.

(d) Motorcycle sidecars. Centered vertically on the door or outside panel of the vehicle.

(e) Motorcycles and motor scooters. On an appropriate surface.

(2) Rear Markings. On the left side of the rear window not more than 1-1/2 inches from the bottom of the window. (Only the DoD Component identification and registration number shall be displayed.)

d. Size, Spacing, and Style of Markings. Gothic style letters and numerals, as shown in Figures 11-1 and 11-2, shall be used. Letter and number heights shall be 1-1/2 inches except for "OFFICIAL USE ONLY," which shall be 3/4 inches. Line spacing shall be 1-1/2 inches.

e. Use of Pressure-Sensitive Markings. All identification markings prescribed by this Chapter may be applied through the use of pressure-sensitive material.

f. Identification Marking Colors. In the interest of cost avoidance, except where otherwise provided or approved by the Head of the Component, all colors used by a DoD Component shall conform to Federal Property Management Regulations (reference (k)) and MIL-STD 1223 (reference (ss)). Specific marking colors for each DoD Component are in the appropriate Component implementing instructions. All markings shall be in colors that are in definite contrast to the color of the motor vehicle.

g. Optional Method of Identification and Marking. To ensure the safety and security of DoD personnel using nontactical motor vehicles, or as a cost avoidance measure, the Head of a DoD Component may elect an optional method of motor vehicle identification and marking. The optional method shall assist in denying to terrorists, or other potential aggressors seeking violence or retaliation, an obvious target of opportunity afforded by a conspicuously marked DoD motor vehicle. This method also provides a cost avoidance to the DoD user by eliminating the expense to initially mark the vehicle and then to remove or obliterate permanently affixed identification and marking when the motor vehicle is transferred, returned to lessor, or otherwise disposed. Those Components

electing to use the optional method shall be exempt from paragraphs 11-4.a. through 11-4.f., above. The DoD motor vehicles identified and marked under the optional method shall: (1) follow the procedures in paragraph 11-2.b.; above, i.e., those procedures for identifying DoD nontactical motor vehicles leased from the GSA, Installation Fleet Management System (IFMS), or (2) be identified with license plates affixed on the front and back of the vehicle reflecting the OFFICIAL USE logo and the Service or Agency assigned identification numbers.

#### SPECIAL VEHICLE MARKING PROCEDURES

11-5. General. Special type markings on motor vehicles shall be restricted to the minimum. In the interest of economy, they shall be of a removable type to facilitate rotation of vehicles.

a. General and Flag Officer Identification. An appropriate identity plate to indicate the occupancy of a motor vehicle by a general or flag officer may be affixed to the front of the vehicle. Size and color of plates shall be prescribed by the respective DoD Component.

b. Installation and Activity Markings. Markings identifying DoD installations or activities shall be as prescribed in separate instructions published by the DoD Component.

c. National Symbol. The national symbol (white 5-pointed star) may be displayed on motor vehicles in overseas commands when directed by the overseas commanders. Size and location of the national symbol shall be as prescribed by the appropriate DoD Component in regulations concerning the marking of combat and tactical vehicles. The national symbol shall not be used on nontactical motor vehicles operated in the United States.

#### 11-6. Armed Forces Police Motor Vehicles

a. In addition to prescribed identification markings, Armed Forces Police motor vehicles shall be marked as follows:

(1) Side Markings. The words, "ARMED FORCES," in 3-inch letters shall form an arc on each front door (top line) with the words, "POLICE," in 5-inch letters on a straight line underneath. (The exact location of these markings shall be arranged so as not to interfere with the prescribed identification markings applied by the manufacturer.)

(2) Front and Rear Markings. The word, "POLICE," in 5-inch letters shall be centered above the windshield and the rear window. On sedans, station wagons, and similar motor vehicles, where the body configuration is such that this marking serves no useful purpose in the identification of the vehicle, it shall not be applied.

b. On carryalls and panel trucks, the words, "ARMED FORCES," in 5-inch letters shall be applied in the following manner:

(1) Carryalls. Centered on each body side panel, 4 inches below the side panel on each side of the motor vehicle.

(2) Panel Trucks. Centered on the upper body side panel on each side of the motor vehicle.

11-7. DoD Component Police Motor Vehicles. Motor vehicles assigned to police and security guard activities shall be marked with distinctive markings prescribed by each DoD Component.

11-8. Ambulances. The exterior color of ambulances shall be white and they shall be marked in accordance with Military Standard (MIL-STD) 1223 (reference (ss)).

11-9. Contractor Motor Vehicles. DoD motor vehicles operated by a contractor under the terms of the contract shall be marked to indicate U.S. Government ownership and the responsible DoD Component. Serially-controlled identification markings may be applied as appropriate. When identification markings are used, they shall be in accordance with this Regulation. In the event of the transfer of contracting responsibilities between DoD Components, or the transfer of the vehicles to other sources, identification markings shall be removed and the transfer documents annotated accordingly. The size and color of markings shall be as prescribed in section 11-4., above. Special markings, such as a contract number and name of firm, may be used when prescribed by the DoD Component concerned. Contractor-operated vehicles may also be identified by use of official U.S. Government or other license plates as required. Each DoD Component that determines that license plates are to be used on contractor-operated vehicles, instead of the markings prescribed above, shall set forth the requirements and procedures under separate directives.

11-10. Recruiting Vehicles. Motor vehicles authorized and assigned for exclusive use by recruiting activities and equipped for display of exhibits used in connection with recruiting may be painted in color patterns and marked with distinctive designs and wording, as prescribed by the DoD Component concerned. In the cases of GSA-leased vehicles, written authority will be obtained from local GSA authorities before repainting or remarking the vehicles. Appropriate wording and contrasting colors shall be used to prominently identify the recruiting agency. All slogans, signs, pressure-sensitive materials, and decals affixed to recruiting vehicles shall be displayed so as to prevent interference with the vehicle identification markings.

11-11. School Buses. Buses used solely for transportation of children to and from schools shall be marked in accordance with 23 CFR 1204 (reference (tt)). Common carrier buses (i.e. mass, group, or shuttle) do not have to be marked or painted in accordance with reference (tt); however, buses that have a dual use, such as transporting children during dedicated hours and used also for other missions, must be marked and painted in accordance with reference (tt).

11-12. Safety Markings

a. Motor vehicles used for the transportation of bulk gasoline, fuel oil, or other flammable liquids shall be marked on both sides and on the rear of the body with the word, "FLAMMABLE," in letters no less than 6 inches high, and the words, "NO SMOKING WITHIN 50 FEET," in 3-inch letters and numerals. Where space permits, this marking shall be on two lines, with the latter wording appearing directly below the word, "FLAMMABLE." This marking shall be applied in

red letters on a white background. Reflective decals (meeting Federal Specification LS-300) may be used to apply the markings on the vehicle or on removable placards. The white background should be larger than the lettering required thereon by at least 1-inch at the top and bottom, and 1 inch at the sides. Vehicles normally recognized as carriers of flammable liquids, but not so engaged, shall bear the marking, "NONFLAMMABLE," in the same manner as described herein for flammable material.

b. Motor vehicles used for the transportation of explosives or other hazardous materials shall be marked or equipped with appropriate placards in accordance with special instructions issued by the appropriate DoD Component.

c. Emergency exits on buses and other motor vehicles shall be conspicuously marked on the interiors of such vehicles. The words, "EMERGENCY EXIT," shall be applied in letters of appropriate size and contrasting color directly over the exit or other suitable adjacent surface.

d. Appropriate warning devices shall be mounted on motor vehicles to indicate danger when considered necessary to caution personnel of a hazardous condition.

#### REGISTRATION AND INSPECTION OF MOTOR VEHICLES IN THE DISTRICT OF COLUMBIA

11-13. General. The DoD Components shall establish central offices as single points of contact with the District of Columbia Government and the GSA in all matters concerning registration and inspection of motor vehicles in the District of Columbia. Components responsible for maintaining points of contact shall designate liaison representatives to approve requests for regular District of Columbia license plates for vehicles exempt from bearing identification. The name and specimen signature of each liaison representative shall be furnished annually to the District of Columbia Department of Public Works, Transportation Systems Administration.

#### 11-14. Registration

a. All motor vehicles acquired for official purposes and regularly based or garaged in the District of Columbia shall be registered in the District of Columbia with the Transportation Systems Administration, in accordance with the District of Columbia Code (reference (uu)). Vehicles shall be re-registered during February of each year. Special forms for the re-registering are available from the Department of Public Works, Transportation Systems Administration, District of Columbia Government.

(1) License Plates. Motor vehicles regularly based or garaged in the District of Columbia and exempt from the identification provisions of this Regulation as provided in section 11-4, above, shall display the regular District of Columbia license plates. Such plates shall be requested annually from the GSA, Fleet Management Division, Washington, DC 20406.

(2) Motor vehicles regularly based or garaged in the District of Columbia that are not registered with the regular District of Columbia license plates as noted in paragraph 11-14.a., above, shall display U.S. Government plates procured without cost from the District of Columbia, Department of Public

Works, Transportation Systems Administration. These plates shall be issued at the time the vehicles are registered, as stated in paragraph 11-14.a., above.

b. The District of Columbia Code requires the application for registration and title to be accompanied by a certificate of origin, bill of sale, or other document attesting government ownership. If such documents have been lost, destroyed, or are otherwise unavailable, GSA Form 1020, "U.S. Government Certificate of Ownership," may be obtained from the GSA, Fleet Management Division Washington, DC 20406, upon presentation of adequate proof of ownership. (Shipping documents are acceptable.) In these cases, GSA Form 1020, when certified by the GSA, shall be accepted by the District of Columbia Government.

c. Whenever a motor vehicle regularly based or garaged in the District of Columbia is transferred out of the District of Columbia or to another agency, or is removed from government service, the District of Columbia Department of Public Works, Transportation Systems Administration shall be advised.

#### REGISTRATION AND INSPECTION OF MOTOR VEHICLES OUTSIDE THE DISTRICT OF COLUMBIA

##### 11-15. License Plates

a. Motor vehicles regularly based or garaged in the various States, territories, possessions, or foreign countries, and that are exempt from the identification provisions of this Regulation as stated in section 11-4., above, shall be registered and licensed in accordance with applicable local laws.

b. Motor vehicles that are:

- (1) Owned by GSA or by, private firm,
- (2) Regularly based or garaged outside the District of Columbia,
- (3) Exempt from identification under section 11-4., above, and,

(4) Not using the regular license plates of the appropriate State, territory, possession, or foreign country, shall use U.S. Government license plates. Such plates shall be procured from the Superintendent of Industries, Department of Corrections, District of Columbia, Lorton, VA 22079, in accordance with instructions of the DoD Component concerned.

11-16. Records. Each DoD Component shall maintain a current record of all official government license plates in use on government-owned motor vehicles for which the DoD Component is responsible. Such records shall specify, by type and registration number, the motor vehicle to which the plates are assigned and shall include information regarding all subsequent reassignment of license plates and void license numbers.

**A B C D E**  
**F G H I J K**  
**L M N O P**  
**Q R S T U**  
**V W X Y Z**  
**1 2 3 4 5**  
**6 7 8 9 0**

*Figure 11-1. Gothic style capital letters and numerals for DoD vehicles.*

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**FOR OFFICIAL USE ONLY**

*Figure 11-2. Sample layout of prescribed information.*